

## TIPPING IN LEAVES USING PVA

### Supplies:

Polyvinyl Acetate Jade 403 (PVA)  
Wax paper  
Cutting Mat  
Pencil (Optional)  
Paper towels  
Container with water for brush

### Tools:

Ruler  
Scalpel or X-Acto  
Brush

### Tipping in Leaf with PVA

Copy leaf and trim to fit - **or** - Trim leaf and tip in as is - **or** - Trim leaf and tip on Japanese paper to widen the leaf matching it to the width of the text block.

Place book in cradle position.

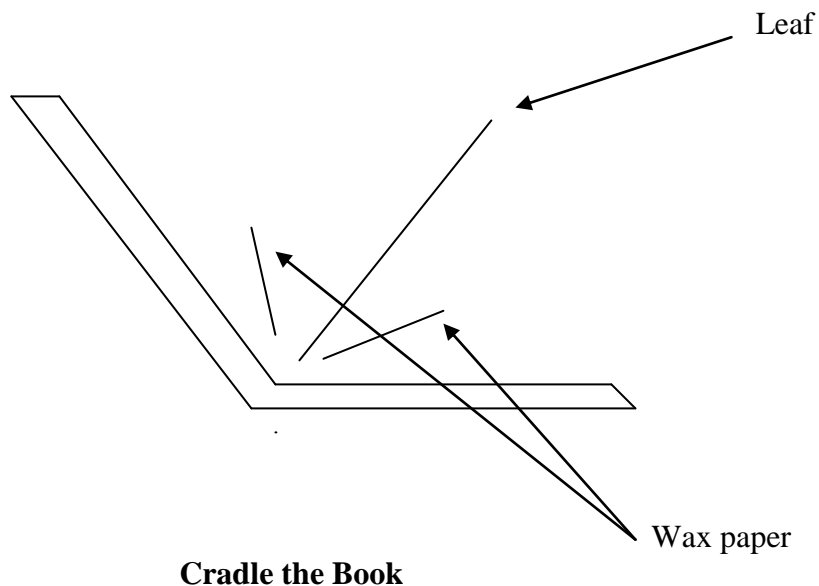
Run a small bead of PVA in the gutter.

Seat the leaf inside the gutter tightly.

Place wax paper on both sides of the leaf to be tipped in.

Close book slowly.

Allow to dry overnight.



## MENDING TORN LEAVES WITH PVA OR TAPE

### Supplies:

Tape Filmoplast P

Polyvinyl Acetate Jade 403 (PVA)

Wax paper

Blotting paper or paper towels

Board or Plexiglas plate (edges should be polished)

Container with water for brush

### Tools:

Brush

Scissors

Bone folder or Teflon folder

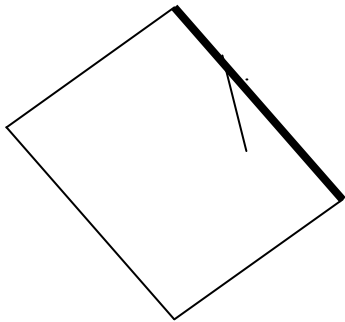
### Mending cut pages with tape:

Measure tape to cover the perimeters of the cut area by at least 5mm

or use width of tape if it is no more than 2cm wide

Place tape carefully on top of the cut and bone down with bone folder or Teflon folder

Repeat process on backside of cut if needed for strength



### Mending torn pages with PVA:

Brush a small amount of adhesive on edge of tears only

Wax paper is always placed next to the adhesive (both sides)

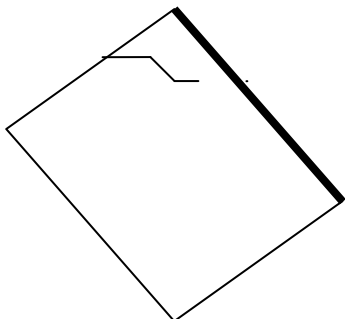
Blotting paper is placed next to the wax paper for moisture control (both sides)

Place a small weight such as a board or plexiglass plate on top to control cockling

Allow to dry overnight

\*If page is inside a text block, put wax paper next to tear then blotting paper and close the book.

The weight of the book will help control cockling. Allow to dry overnight.



## TIGHTENING HINGES

### Supplies:

Polyvinyl Acetate Jade 403 (PVA)

Wax paper

Paper towels

Container with water for brush

Large plastic bottle with cap, cap should have a hole about 4-5mm in diameter

### Tools:

Knitting needle #3 or #4

Dowel rods (should be waxed 3 times with Butcher's Bowling Alley wax or Johnson's Paste wax) or Use Plexiglas rods

Board or Plexiglas plate (edges should be polished)

Covered Brick or some type of covered weight

### Tightening Hinges

Stand book up on tail end, open book to expose hinge areas

Insert knitting needle in glue container

Insert needle with PVA into top hinges of book

Do not force needle, close book slightly twisting needle as it is removed for each hinge

Wipe clean any excess adhesive

Turn book over on head end and repeat process

Place wax paper all the way into the gutter between the paste down and the flyleaf at the front and back of the case

### Set up for drying:

Set dowel or Plexiglas rods in hinges

Place board or Plexiglas plate on book

Lay brick on board over hinge area

Spine should dry at a 90° angle

Allow to dry overnight

